

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: Administrative Assistant II

BAND	SALARY GRADE	
B	209	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Department / Division Head	Non-Exempt
REVISION DATE: November 2008		

GENERAL PURPOSE

Performs routine and complex technical engineering and administrative related work within the Engineering or Public Works Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Engineer or Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of engineering or public works office duties, related to routine administrative and related engineering tasks.
2. Researches records, maps and other data to obtain such typical engineering data such as location of sewer mains, sewer taps, water mains, hydrants, etc. and special property assessments.
3. Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
4. Assists in the coordination of required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
5. Assists project management staff with construction of the municipal projects.
6. Assists in the maintenance of engineering and infrastructure records and/or public works records.
7. Reviews applications for utility permits, building permits, right-of-way permits, franchise utility permits, etc. Issues routine permits and maintains permit records (applicable to Engineering Department only).
8. Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.

9. Reviews water/sewer locations and availability with land owners, real estate personnel, engineers, and developers.
10. Responsible for computing and setting up payback agreements and assessing developers upon building permit applications. (applicable to Engineering Department only).
11. Reproduces documents and maps upon request from other City Departments and/or the public; and collects appropriate fees.
12. Researches recorded data from City and County records relating to street and utility rights-of-way, annexation and other matters.
13. Orders supplies for Engineering or Public Works Department from in-house and outside suppliers.
14. Maintains extensive filing system, and ensures proper filing of plans and documents.
15. Coordinates conferences with consultants, developers, other utility companies, etc., reserving meeting rooms as needed.

PERIPHERAL DUTIES

1. Serves as a member of various employee committees.
2. Regular and frequent contact with the County, State, other City Departments, developers, engineering consultants, realtors, and the general public to receive and transmit information related to the City's Engineering or Public Works facilities including water and wastewater, streets, sanitation, transit, fleet/building, engineering design standards and specifications, and regulations related to property development.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED, supplemented by two years of related technical or college training in engineering technology, civil engineering or a closely related field; and
- (B) Minimum of three years related experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, laws, and regulations affecting Division activities;
- (B) Considerable skill in arriving at cost estimates on complex projects; Some skill in operating the listed tools and equipment;
- (C) Ability to prepare, organize and maintain engineering field and office data, reports and systems; Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

SPECIAL REQUIREMENTS

1. Must possess a valid Arizona State driver's license or have the ability to obtain one prior to employment;

2. Must be physically capable of moving about on construction work sites.
3. Must be available to attend after hours meeting – occasionally.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; engineering calculator; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.